

**LANIE**

**LANIE.331296@2freemail.com**

**CAREER OBJECTIVE:**

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experience in a way that is mutually beneficial to both myself and my employer and allow for further growth and advancement.

**PROFESSIONAL EXPERIENCE:**

**Sales Associates**

Gold’s Gym Signature

Aktive Fit (Closed)

Al Ahli Holding Group of Company

Hazza Bin Zayed, Al Ain, UAE

March 11, 2015- May 23, 2016

* Greet customer as they arrive and provide information about the products.
* Responsible for handling the cash fund & cash counter.
* Checking and monitoring the items (delivery items).
* Making daily sales reports manually and in the POS, sending daily sales report to the operations officer and supervisors thru emails.
* Operating cash register machine and bank machine by scanning the items and swiping the card.
* Enter transaction in cash, debit and charge payments, and bag or pack customer purchase, give exact change and provide customer with total bill.
* Promoting the items to the customers.

**Cashier/Sales Assistant**

Needs and Wants Supermarket

Cluster V, Goldcrest View, Jumeirah Lake Tower (Free Zone Area)

September 2012- October 27, 2014

* Responsible for handling the petty cash/Cash counter.
* Paying the delivery items/Cash expense of the store.
* Doing GRV, encoding, checking expiration of products, printing of prizes, follow-up the order items, checking the delivery of products.
* Assisting the Head Cashier duties for my colleague cashiers like giving the cash and what they needs.
* Checking and tallying the report in the system of cashiers report.
* Assisting the customers what they wants and needs and make sure that the customer will be happy so that they will come back next time in the shop.
* Handle the customer's Order by phone Calls/home delivery.
* Operating Cash register machine and bank machine by scanning the items and swiping the card.

**Cashier**

Grand mart Hypermarket

 Deira Dubai, UAE

 July 2011-August 2012

* Responsible for Handling the Petty Cash/Cash Counter.
* Checking and counting the money of sales.
* Operating cash register machine and bank machine by scanning the items and swiping the card.

**Caregiver**

Private Home / Private Patient

Bacolod City, Negros Occidental, Philippines

March 2008-November 2010

* Assisting and caring the patients.
* Checking and monitoring the vital signs and condition of the patient.
* Responsible for giving the accurate medications.

**EDUCATIONAL ATTAINMENT:**

Bachelor of Science in Commerce

Major in Business Management

(3rd year)

University of Negros Occidental-Recoletos

Bacolod City, Philippines

2001-2003

SPA THERAPIST

SPA Clinic Therapy

La Carlota, Negros Occidental Philippines

Live-In Caregiver

Riverside College

Bacolod City, Philippines

**KEY FEATURES:**

* Responsible, efficient and flexible.
* Hard worker, quick learner and ability to assume responsibility.
* Positive , confident and determined approach.
* Versatile and multi skilled person.
* Excellent verbal and written communication skills.
* Excellent knowledge of computer.
* Proven ability to gain customer confidence and trust
* Polite , respectful and courteous manner

**PERSONAL INFORMATION:**

Age: 32 years old

Civil Status: Single

Date of Birth: October 3, 1984

Nationality: Filipino

Language Known: Hiligaynon ,Tagalog & English

Visa Status: Visit Visa

DECLARATION

 I solemnly declare that all the above information are correct to the best of knowledge and belief.